



Arizona Department of Corrections

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JANE DEE HULL
GOVERNOR

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DIRECTOR

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Arizona Sheriffs Association:

Attached please find a copy of the proposed new (2001) Guidelines for the distribution and expenditure of your Jail Enhancement Funds (JEF).

The major revisions include:

1. **Item 6 of the new Guidelines for the first time, requires Counties to follow County Procurement and Travel Policies and Record Financial Activity on a County Accounting System.**
2. **Changed the formula for the yearly Census count to include "Jail/Detention Employee."**
3. **Item 9 will require the Fund Administrator to conduct an Annual Report outlining unique programs paid for with Jail Enhancement Funds.**
4. **For the first time, we have working definition - includes a definition for "Enhancement" and "Supplanting."**
5. **We have developed a "Procedure For Clarifying Expenditures." This process now includes involving the Sheriffs Association when the Fund Administrator can not resolve a questionable expenditure.**
6. **We have formalized the "Annual Report," "Submittal Letter," and "Quarterly Report." Blank copies are included.**

Other changes to the 1983 Guidelines are in **Bold** type.

Sincerely,

Robert M. Forry

Robert M. Forry
Intergovernmental Liaison